

**CITY OF ASHEVILLE ENGINEERING DEPARTMENT**  
**TEMPORARY STREET / LANE / PARKING / SIDEWALK CLOSURE PERMIT**

Location and description of closure:

Purpose of closure:

Beginning date of closure:

Ending date:

Daily hours of closure (if applicable):

Requesting Company / Organization (required):

Representative:

Signature :

Address:

City / State / Zip:

Telephone:

Fax:

Additional Information:

**TERMS and CONDITIONS**

1. Applications for closures that require traffic control devices from the City must be received at least 10 business days before the closure. Applications for all other closures including those that require closing of metered parking spaces must be received at least 5 business days before the closure. The Traffic Engineer or his or her designee may approve exceptions.
2. **A traffic control plan or a sketch of the areas to be closed must be included** except when the closure is a standard closure for which a traffic control plan has been prepared by the City of Asheville. If City staff must develop a traffic control plan, the Closure Permit Fee may be increased according to the schedule below.
3. The applicant shall be responsible to properly close the street, travel lane, parking lane, or sidewalk **according to the Manual on Uniform Traffic Control Devices** (MUTCD) and an approved traffic control plan, and/or as directed by the Traffic Engineer, the City Engineer, Fire Department officials, or Police Department Officers. Failure to do so may result in a revocation of the permit until corrective measures are made. The applicant shall be responsible for providing all necessary traffic control devices. If desired by the applicant, traffic control devices may be rented from the City of Asheville according to the fee schedule below (in some situations, additional fees may apply for labor or other expenses). City staff will drop the devices near the closure, and **the applicant will be responsible for setting up the traffic control devices** according to the traffic control plan and the MUTCD.
4. The permit form or sketch must indicate the number of metered parking spaces to be closed and the meter numbers if applicable. In areas where a single meter controls two spaces, the applicant may be required to pay for and close both spaces.
5. **The applicant shall be responsible for notifying** local media, adjacent businesses and/or residents, and other applicable parties at least 7 days prior to the closure.
6. Any full width closure of any city street will require advance approval by the City Fire Marshall or other Fire Department Official. The Traffic Engineer or designee will forward the permit to the Fire Department for approval.
7. Any permit that will include a structure or scaffolding over a sidewalk or street will require advance approval by an official from the Building Safety Department.

**CITY OF ASHEVILLE USE ONLY**

**Permit Number:** \_\_\_\_\_

Permit Fee \$25, \$50 or \$100 – based on staff time to create traffic control plan: \_\_\_\_\_

Traffic Control Device rental:

Number of Barricades \_\_\_\_\_ X Number of Days \_\_\_\_\_ X \$25 = \$ \_\_\_\_\_

Number of Signs \_\_\_\_\_ X Number of Days \_\_\_\_\_ X \$5 = \$ \_\_\_\_\_

Number of Cones \_\_\_\_\_ X Number of Days \_\_\_\_\_ X \$5 = \$ \_\_\_\_\_

Other Traffic Control Expense \_\_\_\_\_ \$ \_\_\_\_\_

Total for Traffic Control Device rental: \$ \_\_\_\_\_

Meter Bagging: Number of Spaces \_\_\_\_\_ X Number of Days \_\_\_\_\_ X \$10 = \$ \_\_\_\_\_

Total of above fees or Total Fee for a standard closure. \$ \_\_\_\_\_

Payment Information: \_\_\_\_\_

Remarks / Special Conditions:

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Traffic Engineer / Designee**

(If req'd, see 6 & 7 above)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Fire Official or Building Safety Official**